II The CALSTARS Procedures Manual

This chapter contains information on the organization structure of the CALSTARS Procedures Manual (CPM), maintenance of the CPM and other CALSTARS documents, how to access CALSTARS documents, and the e-mail subscription service.

PROCEDURES MANUAL SCOPE AND ORGANIZATION

- ✪ VOLUME 1--SYSTEM OVERVIEW AND DATA ENTRY presents overview descriptions of the accounting capabilities and automated features of CALSTARS. This volume primarily contains procedures for daily accounting functions such as data entry, accounts payable, accounts receivable, and remitting cash. Other miscellaneous subjects are also included such as ORF accounting, the checkwriter subsystem, daily batch reconciliation, internal controls, and record retention.

- ✪ VOLUME 2--TABLES AND LABOR PROCESS includes instructions for coding and entering CALSTARS table transactions. Information is also included on the CALSTARS System processing and schedule, the CALSTARS Labor Distribution Process, Program Cost Accounting, and CALSTARS client services.

- ✪ VOLUME 3--CALSTARS OPERATING PROCEDURES includes instructions for accounting for specialized types of accounting activities such as operating transfers, loans, securities/investments, SCO/CALSTARS reconciliation, projects, and Federal Trust Fund accounting.

- ✪ VOLUME 4--ERROR CORRECTION/ERROR CODES provides instructions for correcting errors. It also includes a listing of all CALSTARS error codes and the descriptions and causes of the errors.

- ✪ VOLUME 5--TRANSACTION INFORMATION contains detail coding requirements for the 600+ Transaction Codes in CALSTARS. Two cross-reference guides are included. The first is a cross-reference between General Ledger Accounts and the Transaction Codes. The second lists Transaction Codes by security group.

- ✪ VOLUME 6--CALSTARS STANDARD REPORTS describes each of the 70+ CALSTARS requestable reports and displays one or more sample pages of each report. Also included is a chapter on how to request Standard reports, the available report file options and how to control the printing of reports.

- ✪ VOLUME 7--YEAR-END PROCEDURES provides detailed instructions for preparing Year-end Financial Statements and procedures for the year-end close and year-end open processes.

MAINTENANCE OF CALSTARS DOCUMENTS

The Department of Finance maintains the CPM electronically on the Internet. Revisions and updates to the CPM are issued as needed. Notifications of these changes are made through Transmittals Letters (TLs), which are announced via an e-mail subscription service as well as the CALSTARS news.

In addition to the CPM and CPM updates, CALSTARS Operations Memos (COMs) are issued electronically as a means of communicating policies, procedures, and other information. Notifications of new COMs are also distributed via an e-mail subscription service as well as the CALSTARS news.

HOW TO ACCESS CALSTARS DOCUMENTS

The CALSTARS Procedures Manual
The CALSTARS Procedures Manual (CPM) is available in Adobe Acrobat pdf file format on the Internet at www.dof.ca.gov/html/calstars/cpm.htm. The CPM web page contains a search feature for key-word searches across all 7 volumes. The search feature identifies the chapters containing the key word(s). Once in a chapter, the Find command in Adobe Acrobat Reader must be used to locate the key word(s) in the text.

A zipped file of the CPM is also available on the same web page for downloading to an agency's LAN or to an individual PC. Advantages of using the CPM on an agency's LAN or individual PC include use of the search feature within Adobe Acrobat Reader, possible quicker access to manual pages depending on an agency's type of Internet access, and providing access to the CPM to staff who do not have ready access to the Internet.

The CALSTARS Procedures Manual Updates
TLs are available in Adobe Acrobat pdf file format on the Internet at www.dof.ca.gov/html/calstars/transmittals/transmittals.htm. TLs identify the major changes for each update and list the pages that have changed by page number. The TL web page contains links to the changed pages, which are available in PDF file format for printing purposes, if desired.

COMs
COMs are available as a Word document and as a PDF file on the Internet at www.dof.ca.gov/html/calstars/coms.htm. When a COM is no longer effective, the COM is removed from the web page.

SUBSCRIPTION SERVICE FOR E-MAIL NOTIFICATION

A subscription service is available for clients who wish to receive notifications of new TLs or COMs through e-mail. Clients may subscribe to this service by accessing www.dof.ca.gov/archives/calopsjoin.htm. Links to this web page are also available on the CPM web page, the TL web page, and the COMs web page.

All agency CALSTARS staff is encouraged to participate in the subscription service to ensure that everyone is aware of updates to the manual and COMs.